

Job Opening - Budget Administrative Assistant

Minimum requirements: Bachelor's degree and one year of work experience –OR– Associate degree and 3 years of experience. Experience with Microsoft Word and Excel is necessary. Salary will be based on an assessment of education & experience.

Interested applicants should submit a cover letter with 1) resume, 2) application form and 3) salary requirement to: Legislative Budget Office

501 N West St, Suite 201-B

Jackson, MS 39201

Attention: Budget Administrative Assistant

Click [here](#) for application form.

Please print and fill out the application by hand (not typed) using [blue](#) ink. Incomplete applications will not be considered. Application Deadline: September 30, 2014

Characteristics of Work

This is advanced staff work of a varied nature as administrative assistant to the Deputy Director. Incumbents in this position perform responsible administrative duties involving the exercise of independent judgment. The work requires a confident person with a pleasant and cooperative nature. The work includes providing support to the Deputy Director and the budget analysis staff. The incumbent's work is subject to general review through personal inspection by the Deputy Director.

Examples of Work

Carries out work at the direction of the Deputy Director.

Assists in the management of special projects as assigned by superior.

Assists budget analysis staff with special projects as assigned by superior.

Performs administrative tasks including preparing reports, preparing correspondence, and processing budget analysis paperwork.

Performs filing and mail distribution functions.

Shares telephone responsibilities with two other administrative positions.

Documents and tracks meeting schedule for budget analysis staff during the Legislative Session in addition to above duties.

Employee Benefits

Paid personal leave, major medical leave and state holidays

Group health and life insurance, with employer paying premium on base health insurance coverage

Public Employees' Retirement System eligibility with employer matching

Free parking provided

Flexible spending plan and deferred compensation plan available